



**3344-69-06 Allowable lodging expense.**

- (A) The employee will be reimbursed for the actual reasonable expense for lodging in a hotel or motel. Reimbursement is for room and applicable taxes only. Reasonableness is determined by the appropriate supervisor. Use of a pcard is permitted.
- (B) Original itemized receipts are required to support the reimbursement claim for the expense of lodging.
- (C) Cost of lodging of members of the traveler's family is not reimbursable.
- (D) Tips associated with lodging are incidental expenses as defined in paragraph (G) of rule 3344-69-07 of the Administrative Code.

**Policy Name:** Allowable lodging expense.  
**Policy Number:** 3344-69-06  
**Board Approved:** 11/7/2012  
**Effective:** 8/20/2015